Glossary of CM/ECF Terms

Adobe Acrobat

Application used almost universally to create and view "pdf' documents. The Adobe Corporation created the "pdf' format.

Automatic E-mail Notification

A CM-ECF feature that permits attorney users to receive notification of the filing of a case or document via e-mail.

Browse

A Windows operation of navigating through directories to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator version 4.6 or 4.7 is guaranteed to work with CM/ECF.

Category

In CM-ECF, a category is a classification of similar document types.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM-ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP with "next generation" case management capabilities. With CM-ECF, attorneys will eventually file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM-ECF on a screen. Common Suggested value for a field. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM-ECF, we use the tern Document Type to describe a specific CM-ECF filing or event within a case which behaves uniquely from other document types.

Drop (Up or Down) Box

A form field with specific types of information listed in a text box. The are used throughout CM/ECF for making selections. When you see the selection you want to make, do a left mouse click to highlight it. On Motions when you need to select two parts, hold your control "CTRL" key down when making the second (third, etc.)selection.

Hypertext Link

A hypertext link is a URL imbedded in a html (hypertext markup language) document. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Electronic Filing

An important feature of CM-ECF is a Notice of Electronic Filing. This is an electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. It can be viewed from a Web Site. To be filed in CM-ECF, all documents must be in"pdf" format.

Primary Attachment

The pleading document being filed electronically. All CM-ECF filings will have a document in PDF format as a primary attachment.

Radio Button

A control object a user can click to select choices from a list. Radio buttons are designed so that you can chose one item from a list.

Secondary Attachment

An additional supporting document filed electronically with a pleading. All documents filed in CM-ECF will have a PDF file as a primary attachment. Most docket entries will NOT have secondary attachments. An scanned exhibit might be a secondary attachment to a pleading.

URL

URL is short for Universal Resource Locator. URL's are the naming scheme used to find web pages. A URL is like a street address.